INDIVIDUAL GRANT ACTION REPORT

A1. TYPE OF REPORT	A2. REPORT NO.	A3. CONTRACTING OFFICE CODE
Q Original 1 Cancelling 2 Correcting		

PART B

B1. DUNS NUMBER	B2. CAGE CODE	B3. INSTITUTION CODE	B4. TIN	B5. PARENT TIN

B6. GRANTEE NAME AND DIVISION NAME	B7. GRANTEE ADDRESS (Street, City, State)	B8. GRANTEE CITY OR PLACE CODE	B9. GRANTEE STATE OR COUNTRY CODE
		B10. ZIP CODE	

B11. TYPE OF GRANTEE

1 State Government
2 County Government
3 Municipal Government
4 Special District Government
5 Independent School District
6 State Controlled Institutions of Higher Education
7 Indian Tribe
8 Nonprofit Agency (Other than Educational)
9 Private Higher Education Institution
10 Individual
11 Profit Organization (Not a Small Business)
12 Small Business
13 All Other

B12. OTHER GRANTEE INFORMATION

1 Historically Black Colleges and Universities
2 Minority Institution
3 Foreign University
4 Foreign Nonprofit Organization
5 Federally Funded Research and Development Center (Academic)
6 Federally Funded Research and Development Center (Nonprofit)
7 Not Applicable

PART C

C1. GRANT NUMBER	C2. MOD NUMBER	C3. OBLIGATION DATE (YYMMDD)	C4. PROJECT STARTING DATE (YYMMDD)	C5. PROJECT ENDING DATE (YYMMDD)

C6. TYPE OF ACTION	C7A. FEDERAL OBLIGATION AMOUNT (Enter whole dollars only)	C7B. FEDERAL OBLIGATION SIGN	C9. TOTAL FEDERAL VALUE OF GRANT (Enter whole dollars only)
1 New Grant Award		1 Obligation	
2 Subsequent Incremental Funding Action		2 Deobligation	
3 Exercise of Option, Additional Research, Revision of Research Proposal	C8A. NONFEDERAL OBLIGATION AMOUNT (Enter whole dollars only)	C8B. NONFEDERAL OBLIGATION SIGN	
4 Funding Adjustment to Completed Project		1 Obligation 2 Deobligation	

C10. TYPE OF AWARD

1 Revenue Sharing
2 Block Grant
3 Formula Grant
4 Project Grant
5 Cooperative Agreement
6 Direct Payment (Specific Use)
7 Direct Loan
8 Guaranteed Loan
9 Insurance
10 Direct Payment (Restricted Use)
11 Other Reimbursable, Contingent Intangible, Indirect

C11. CFDA NUMBER

C12. PROJECT DESCRIPTION

C13. PRIMARY ADMINISTERING AGENCY	C14. PRINCIPAL PLACE OF PERFORMANCE		C15. TYPE OF FUNDS
	C14A. CITY OR PLACE CODE	C14B. STATE OR COUNTRY CODE	1 Research 4 Engineering Development 7 Other
			2 Exploratory Development 5 Operational Systems Development
			3 Advanced Development 6 Management and Support

C16. AGENCY APPROPRIATION

1 ARMY
2 DMA
3 SDIO
4 OSD
5 DARPA
6 AF
7 NSA
8 DNA
9 DCA
10 DIA
11 USMC
12 NAVY
13 DLA
14 USUHS
15 Non-DOD

C17. EXTENT COMPETED

1 Competed Action
2 Not Available for Competition
3 Follow-on to Competed Action
4 Not Competed

C18. CATEGORY OF SUPPORT (Choose one category)	AMOUNT	C19. CATEGORY OF SCIENCE AND ENGINEERING
C18A. RESEARCH AND DEVELOPMENT		C19A.
C18B. FELLOWSHIPS, TRAINEESHIPS		
C18C. R & D PLANT		C19B.
FACILITIES AND EQUIPMENT FOR SCIENCE AND ENGINEERING (DoD Instrumentation)		
GENERAL SUPPORT FOR SCIENCE AND ENGINEERING		C19C.
OTHER ACTIVITIES RELATED TO SCIENCE AND ENGINEERING (Conference/Symposia)		
C18G. ALL OTHER ACTIVITIES NOT RELATED TO SCIENCE AND ENGINEERING		

PART D

D1. NAME OF CONTRACTING OFFICER OR REPRESENTATIVE (Last, First, Middle Initial)	D2. SIGNATURE	D3. TELEPHONE NUMBER (Include Area Code)	D4. DATE SIGNED (YYMMDD)

DD Form 2566, SEP 90

INSTRUCTIONS FOR PREPARATION OF
ELECTRONICALLY RECORDED DATA SUBMITTED TO THE
DEFENSE GRANT AND AGREEMENT REGULATORY SYSTEM (DGARS)

Part 1 - Introduction

The purpose of this instruction is to establish a standard procedure for the automation and submission cf grants management reports required by DoD Directive 3210.6 This will provide a standard format for use by those organizations specified in Interim Regulation DoD 3210.6-R in submitting these required reports.

For definitions of the data elements referenced in this instruction, see the "Code Book for Compatible Statistical Reporting of Federal Support to Universities, Colleges, and Nonprofit Institutions", "Instructions and Specifications for Reporting Federal Support to Universities, Colleges, and Nonprofit Institutions", and the "Federal Assistance Award Data System Reporting Manual".

Part 2 - Instructions for Automating DD Form 2566

This part contains instructions for the automation of Individual Grant Action (DD Form 2566) reports required by Interim Regulation DoD 3210.6-R.

Instructions for Preparing Electronically Recorded DD Form 2566 Actions, IRCN 0252-DOC-QU.

ᵉ. <u>General</u>. A magnetic tape prepared as prescribed below, will be submitted to cover individual DD Form 2566 transactions for each quarter (non-cumulative). Electronic transmission of the data in lieu of a magnetic tape will be coordinated with WHS/DIOR.

(i) The tape will be in 9 track ASCII or EBCDIC code, with unblocked records at a density of 1600 or 6250 bits per inch. Use **UPPER CASE** characters only. Tape reels will have an external label identifying the contents as "Individual Grant Action Reports DD 2566 for the _____ quarter of FY 19___." The tape label should indicate the density in bits per inch (BPI), ASCII or EBCDIC, Labeled or unlabeled, and the name and mailing address of the office to which the reel is to be returned.

(ii) Enclosed with the tape reel will be a count of the number of records in the file. The header and trailer, if used, and data records are described below. The record length of the data record will be 550 characters. The tape should be accompanied by a printout of approximately the first 25 records, double-spaced.

(iii) Record counts and the data dump may be submitted by telefax to (703)692-2042.

b. Header Label. A header label may be written at the beginning of each reel. The contents of this record will be determined by the DoD component.

c. Trailer Label. This record may follow the data records. The format of this record will be determined by the DoD component.

d. Diskettes. Data may be submitted on MS-DOS or PC-DOS, formatted "double-sided, double-density, 5.25 inch" diskettes (360K bytes or 1.2 megabytes per diskette) or 3.5" diskettes (1.44 megabytes) in ASCII code.

(i) Data records should be 550 characters in length and each record should be followed by a CR-LF (carriage return, line feed) to indicate the end of the record.

(ii) The diskette should be externally labelled, with the organization name or abbreviation, fiscal year and quarter and the number of records being submitted. The disk sequence, when multiple disks are required, should be indicated as "1 of 2," "2 of 2," etc.

(iii) Record counts and the data dump may be submitted by telefax to (703)692-2042.

e. __Data Record__. This record will follow the header label and tape mark and will be as follows:

DD Form 2566 Item	Description of Item	Tape Positions
A1	Type of Report	1
A2	Report Number	2-5
A3	Contracting Office Code	6-10
B1	Contractor Establishment Code (CEC)	11-19
B2	Commercial and Government Entity (CAGE) Code	20-24
B3	Institution Code (Federal Interagency Committee on Education (FICE) Code)	25-30
B4	Taxpayer Identification Number (TIN)	31-39
B5	Parent (TIN)	40-48
B6A	Grantee Name	49-78
B6B	Division Name	79-108
B7	Street Address	109-158
B8	Grantee City, County or Place Code	159-163
B9	Grantee State or Country Code	164-165
B10	Grantee Zip Code	166-174
B11	Type of Grantee	175-176
B12	Other Grantee Information	177
C1	Grant Number	178-193
C2	Mod Number	194-199
C3	Obligation Date	200-205
C4	Project Starting Date	206-211
C5	Project Ending Date	212-217
C6	Type of Action	218
C7A	Federal Obligation Amount	219-228
C7B	Federal Obligation Sign	229
C8A	Non-Federal Obligation Amount	230-239
C8B	Non-Federal Obligation Sign	240
C9	Total Federal Value of Grant	241-250
C10	Type of Award	251-252
C11	CFDA Number	253-258
C12	Project Description	259-408
C13	Primary Administering Agency	409-412
C14A	Principal Place of Performance City, County or Place Code	413-417
C14B	Principal Place of Performance State or Country Code	418-419
C15	Type of Funds	420
C16	Agency Appropriation	421-422
C17	Extent Competed	423
C18A	Category of Support Amount (Research & Development)	424-433

DD Form 2566 Item	Description of Item	Tape Positions
C18B	Category of Support Amount (Fellowships, Traineeships)	434-443
C18C	Category of Support Amount (R&D Plant)	444-453
C18D	Category of Support Amount (Facilities & Equipment for Instruction in Science & Engineering)	454-463
C18E	Category of Support Amount (General Support for Science & Engineering)	464-473
C18F	Category of Support Amount (Other Activities Related to Science & Engineering)	474-483
C18G	Category of Support Amount (All Other Activities Not Related to Science & Engineering)	484-493
C19A	Category of Science & Engineering Code	494-495
C19B	Category of Science & Engineering Code	496-497
C19C	Category of Science & Engineering Code	498-499
D1	Contracting Officer Name (or Representative)	500-529
D2	Contracting Officer Signature Block	N/A
D3	Contracting Officer Telephone	530-541
D4	Date Signed	542-547
	Reporting Function	548
	Reporting Quarter	549
	Blank	550

ITEM SIZE FIELD NAME   FIELD DESCRIPTION AND EDIT SPECIFICATIONS

** PART A **

A1	1	Type of Report	(1) Valid Codes:
			    0 - New DD 2566 record
			    1 - Cancelling previously reported record
			    2 - Correcting previously reported record
			(2) If item A1 = 1 or 2, an original must have previously been submitted.
			(3) If item A1 = 1, all remaining fields must be completed as in the original.
			(4) If item A1 = 2, all changed fields and unchanged fields must be completed.
			This is a required field.

A2	4	Report Number	(1) Right justified, zero filled. (2) Unique within a fiscal year for new records. (3) Cannot be all zeroes, all nines or all spaces. (4) This field must be generated by the reporting office to be used in the Grants system as part of a report identification key. This is a required field.
A3	5	Contracting Office Code	(1) Left justified, blank filled. Will not accept all nines or spaces. (2) **UPPER CASE.** This is a required field.

** PART B **

B1	9	Contractor Establishment Code (CEC)	(1) Must be a valid Federal Procurement Data System (FPDS) code.
			    (a) must be 8 numeric digits followed by a letter.
			    (b) the letters A thru H,J,K correspond to numbers 0 thru 9 for check digit procedures.
			    (c) first three positions cannot be "999".
			(2) **UPPER CASE.**
			This is a required field.

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATION
B2	5	Commercial and Government Entity (CAGE) Code	(1) If entered, must be a valid CAGE code. (2) If the first position is alpha, positions 2-5 must be numeric. (3) If the fifth position is alpha, positions 1-4 must be numeric. (4) If the first and fifth positions are numeric, positions 2-4 cannot be blank. (5) Do not use the letters "I" or "O" in any position. (6) **UPPER CASE**.
B3	6	Institution Code (FICE Code)	(1) Valid codes are in the "Code Book for Compatible Statistical Reporting of Federal Support to Universities, Colleges, and Selected Non-Profit Institutions." The Institution Code to be used from the Code Book is the basic six digit FICE code without the check digit. (2) If a code is not listed, fill in a pseudocode of "999999" and complete the "New Institution Assignments" questionnaire and forward it to WHS/DIOR. This applies to nonprofits only. (3) Required when Type of Grantee is coded "06", "08", or "09" or when OTHER GRANTEE is "1", "2", "5", or "6". Otherwise it should be left blank. (4) If B12 = "5", B3 must be in the Academic Federally Funded Research and Development Centers (FFRDC) list (Appendix F) and B11 must = "06" or "09". (5) If B12 = "6", B3 must be in the Nonprofit FFRDC list (Appendix E) and B11 must = "03".
B4	9	Taxpayer Identification Number (TIN)	(1) Must be a nine-digit numeric field or blank.
B5	9	Parent TIN	(1) Must be a nine-digit numeric field or blank.
B6			GRANTEE NAME/DIVISION NAME
B6A	30	Grantee Name	(1) Should be left justified, blank filled. (2) Must not begin with blanks and should contain the valid name of the Grantee. This is a required field.
B6B	30	Division Name	(1) Should be left justified, blank filled. (2) Must not begin with blanks. If completed, should contain the valid division name of the Grantee.

ITEM SIZE FIELD NAME   FIELD DESCRIPTION AND EDIT SPECIFICATIONS

B7   50   Grantee   (1) Enter complete address.
           Address   (2) Street and City should be left justified.
      34   Street   This is a required field.
      14   City
       2   State

B8   5   Grantee City,   (1) Valid Codes are contained in FIPS PUB 55-2 for all
           County, or   U.S. and U.S. Outlying areas. If the City or
           Place Code   Place is not listed, find the appropriate county
                                 and enter the five-digit numeric county code.
                             (2) If item B9 = "11" (Washington, DC), enter "50000"
                                 in item B8.
                             (3) If item B9 is entered for a foreign country then
                                 this field (item B8) should contain all zeroes. |
                             This is a required field for all United States and
                             U.S. Outlying areas.

B9   2   Grantee State   (1) Valid Codes are contained in FIPS PUB 55-2 for all
           or Country   U.S. and U.S. Outlying areas and FIPS PUB 10-3 for
           Code   Foreign Country Codes. Extracts for each FIPS PUB
                                 are provided at the back of this package.
                             (2) If B11 = "13" and B12 = "3" or "4", then B9 must
                                 be alphabetic (Foreign Country). |
                             (3) **UPPER CASE.**
                             This is a required field.

B10   9   Grantee   (1) Entries should be left justified.
           Zip Code   (2) Entries must be five digits with four trailing
                                 blanks or a full nine-digit code.
                             (3) When item B9 contains a Foreign Country Code then
                                 the Foreign Country Zip Code (or equivalent)
                                 should be entered, however, if none exists or is
                                 not known, then the field should be left blank or
                                 contain all zeroes.
                             This is a required field for all United States and
                             U.S. Outlying areas.

ITEM SIZE FIELD NAME   FIELD DESCRIPTION AND EDIT SPECIFICATIONS

B11   2   Type of
             Grantee
             Code

(1) Do not enter codes "01" through "12" if item B9
      (Grantee State/Country Code) contains a Foreign
      Country Code. If so, enter code "13" for this
      field.
(2) If item B11 = "13" enter code "3" or "4" into item
      B12.
(3) If item B11 = "06" or "09" enter code "1", "2",
      "5", or "7" in item B12.
(4) If item B11 = "08" enter code "6" or "7" in item
      B12.
(5) Enter code "01" for all funds allocated to State
      Agencies, even if the final destination of such
      funds is known to be an academic institution.
(6) If B3 has a valid Institution Code, B11 must equal
      "03", "06", "08" or "09". |
      This is a required field.

** Valid Government Codes **
01 - State Government
02 - County Government
03 - Municipal or Township Government
04 - Special District Government
05 - Independent School District
06 - State Controlled Institutions/Higher Education
** Valid Non-government Codes **
07 - Indian Tribe
08 - Nonprofit Other than Education
09 - Private Higher Education Institution
10 - Individual
11 - Profit Organization
12 - Small Business (Enter code when appropriate)
13 - All Other (Including foreign academic and
      foreign nonprofit)

B12   1   Other Grantee
             Information

(1) If item B11 = "13" enter code "3" or "4".
(2) If item B11 is coded "06" or "09" enter code "1",
      "2", "5", or "7".
(3) If item B11 = "08" enter code "6" or "7".
(4) If B3 has a valid Institution Code and B11 = "03",
      then B12 should be "1" or "2". |
(5) If B3 is in the Academic FFRDC list (Appendix F),
      B12 = "5" and B11 = "06" or "09". |
(6) If B3 is in the Nonprofit FFRDC list (Appendix E),
      B12 = "6"   and B11 = "08". |
This is a required field.

ITEM SIZE FIELD NAME   FIELD DESCRIPTION AND EDIT SPECIFICATIONS

B12   1   Other Grantee   ** Valid Codes **
            Information   1 - Historically Black Colleges and Universities
            (Cont.)   2 - Minority Institution
                            3 - Foreign University
                            4 - Foreign Nonprofit Organization
                            5 - Federally Funded Research and Development Center
                                (Academic) Section II of the Code Book
                            6 - Federally Funded Research and Development Center
                                (Nonprofit) Section IV of the Code Book
                            7 - Not Applicable

NOTE: Items B9, B11 and B12. When coding a U.S. Outlying area in item B9
always use the numeric code to identify the grantee location. For example,
Puerto Rico may be coded "PR" as a foreign country but may also be coded "72"
as an outlying area of the United States. When coded as "PR" the Grants
System treats the Grantee as a foreign country and expects only code "13" (All
Other) in item B11 (Type of Grantee) and will only permit code "3" (Foreign
University) or code "4" (Foreign Non-profit Organization) in item B12 (Other
Grantee Information). When using the numeric code "72" the reporting office
may then code item B11 (Type of Grantee) and item B12 (Other Grantee
Information) more appropriately.

** PART C **

C1   16   Grant Number   (1) This field must be left justified, blank filled
                              with no embedded blanks or special characters
                              (i.e., "-").
                          (2) The seventh and eighth positions must be numeric
                              and equal to or less than the current fiscal year.
                          (3) The following guidelines should be observed:
                              (a) positions 1 thru 6, DOD Component and
                                  contracting activity. Valid Activity symbols
                                  are listed in DFARS 204.7003-1.
                              (b) positions 7 thru 8, fiscal year of award.
                              (c) position 9, "1" for grants, "2" for
                                  cooperative agreements, "3" for other
                                  nonprocurement instruments. |
                              (d) positions 10 thru 13, sequential serial
                                  number. Must not exceed four digits.
                              (e) positions 14 thru 16, blank.
                          (4) UPPER CASE.
                          This is a required field.

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATIONS

C2 6 Mod Number

(1) If left blank, item C6 (Type of Action) must be coded "1."

(2) If entered, the field must be right justified and left zero filled. No embedded blanks or special characters should be entered.

(3) If a Mod Number is provided then item C6 (Type of Action) must be coded a "2", "3", or "4."

(4) **UPPER CASE.**

This is a required field when item C6 (Type of Action) is coded "2", "3", or "4."

C3 6 Obligation Date

YY Must not be greater than current calendar year.

MM Numeric 01 through 12. Months of Jan thru Sep must proceed with a "0" then the corresponding month value. i.e. Jan = "01".

DD Must not be greater than the valid last day of the month identified.

This is a required field.

C4 6 Project Starting Date

YY Numeric entry.

MM Numeric 01 through 12.

DD Must not be greater than the valid last day of the month identified.

(1) The project starting date is the date related to the specific grant action being reported, not for the entire grant period.

This is a required field.

C5 6 Project Ending Date

YY Numeric entry

MM Numeric 01 through 12

DD Must not be greater than the valid last day of the month identified.

(1) The ending date required is that for the work funded and obligated by the action being reported. Item C5 (Project Ending Date) cannot be earlier than item C3 (Obligation Date) or item C4 (Project Starting Date).

This is a required field.

C6 1 Type of Action

** Valid Codes **

1 - New Grant Award

2 - Subsequent Funding Action (Obligation or Deobligation)

3 - Exercise of Option, Additional Research, Revision of Research Proposal (Cost Growth)

4 - Funding Adjustment to Completed Project

This is a required field.

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATIONS

C7A   10   Federal Obligation Amount

(1) Enter whole dollars only. Do not enter a dollar sign, commas, decimal point, or minus sign.
(2) Must be equal to or less than item C10 (Total Federal Value of the Grant).
(3) Item C7A must equal the total of all seven Category of Support Amount Fields (C18A-C18G).
(4) If item C7B (Federal Obligation Sign) = "1" then this value (C7A) and the values entered in any of the seven Category of Support Amount fields (items C18A - C18G) will be considered positive. If item C7B (Federal Obligation Sign) = "2" then the value entered in item C7A and the values entered in any of the seven Category of Support Amount fields (C18A - C18G) will be negative.
(5) If C7A > 4999999; action will be flagged for verification **(WARNING)**.
(6) Right justify and left zero fill.
This is a required field.

C7B   1   Federal Obligation Sign

** Valid Codes **
1 - Obligation (Positive)
2 - Deobligation (Negative)
This is a required field.

C8A   10   Non-Federal Obligation Amount

(1) Enter whole dollars only. Do not enter a dollar sign, commas, decimal point or a minus sign.
(2) If the obligation is for cost sharing or in kind service, dollars should appear in this field.
(3) If C8A > 4999999; action will be flagged for verification **(WARNING)**.
(4) Right justify and left zero fill.

C8B   1   Non-Federal Obligation Sign

(1) If item C8A (Non-Federal Obligation Amount) is blank or contains zeroes, do not complete this item.
** Valid Codes **
1 - Obligation (Positive)
2 - Deobligation (Negative)
This is a required field only if C8A is entered and contains a non-zero value.

C9   10   Total Federal Value of Grant

(1) The amount entered in this field must be equal to or greater than the amount entered in item C7A (Federal Obligation Amount).
(2) Right justify and left zero fill.
This is a required field.

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATIONS

C10 2 Type of   ** Valid Codes **
        Award   01 - Revenue Sharing
                       02 - Block Grant
                       03 - Formula Grant
                       04 - Project Grant
                       05 - Cooperative Agreement
                       06 - Direct Payment (Specific Use)
                       07 - Direct Loan
                       08 - Guaranteed Loan
                       09 - Insurance
                       10 - Direct Payment (Restricted Use)
                       11 - Other reimbursable, contingent, intangible,
                            indirect
                       <u>This is a required field.</u>

C11 6 CFDA 12 ^{300} (1) This numeric entry is contained in the Catalog of
        Number   Federal Domestic Assistance (CFDA), if a pseudo
                                 code is assigned, it may be alphanumeric.
                             <u>This is a required field.</u>

C12 150 Project   (1) Must contain a valid Project Description and must
          Description   not contain leading blanks. The Project
                            Description should be entered in upper and lower
                            case letters.
                        <u>This is a required field.</u>

C13 4 Primary   (1) Valid Codes are found in FIPS PUB 95.
        Administer-   (2) **UPPER CASE.**
        ing Agency   <u>This is a required field.</u>

C14   PRINCIPAL PLACE OF PERFORMANCE

C14A 5 City, County (1) Valid codes are contained in FIPS PUB 55-2 for all
         or Place   U.S. and U.S. Outlying areas. If the City or Code
                           place is not listed, find the appropriate County
                           Code and enter the five-digit numeric code.
                       (2) If item C14B = "11" (Washington, DC) enter "50000"
                           in item C14A.
                       (3) If item C14B is entered for a foreign country then
                           this field should contain all zeroes.
                       <u>This is a required field for all United States and
                       U.S. Outlying areas.</u>

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATIONS

C14B 2 State or Country

(1) Valid codes are contained in FIPS PUB 55-2 for all U.S. and U.S. Outlying areas. For awards to domestic recipients where the final place of performance is in a foreign country, enter the foreign country code from FIPS PUB 10-3.
(2) For multi-state projects, "00" should be entered, and the city code should contain all asterisks (*).
(3) If B11 = "13" and B12 = "3" or "4", then C14B must be alphabetic (Foreign Country). |
(4) UPPER CASE.
This is a required field.

C15 1 Type of Funds

(1) Enter a valid code into this field for all Grants.
(2) When the program element number is on the purchase documents, the first two digits determine the code to be used.
　　(a) Use "1" when the program element for the grant is Basic Research.
　　(b) Use "2" thru "5" for activities funded by "62", "63", "64", and Operational Systems Development.
　　(c) Use "6" for activity "65" (Management & Support)
　　(d) Use "7" for other activities (O&M, Communications, payments to states, military construction, community planning studies, etc...
　　(e) If code "7" is used the funding, amount cannot be in C18A, Category of Support Amount (Research and Development)
This is a required field.

** Valid Codes **
1 - Basic Research (61)
2 - Applied Research and Exploratory Development (62)
3 - Advanced Development (63)
4 - Engineering Development (64)
5 - Operational Systems Development (All Other)
6 - Management and Support (65)
7 - Other (not Program 6 funding)

C16 2   Agency   (1) Enter the appropriate agency code.
             Appropriation (2) If the grant action is funded by more than one
                              appropriation, code for the agency for which the
                              majority of the funds were appropriated from.
                          This is a required field.

                          ** Valid Codes **
                          01 - United States Army
                          02 - Defense Mapping Agency
                          03 - Strategic Defense Initiative Office
                          04 - Office of the Secretary of Defense
                          05 - Defense Advanced Research Projects Agency
                          06 - United States Air Force
                          07 - Maryland Procurement Activity
                          08 - Defense Nuclear Agency
                          09 - Defense Information Systems Agency
                          10 - Defense Intelligence Agency
                          11 - United States Marine Corps
                          12 - United States Navy
                          13 - Defense Logistics Agency
                          14 - Uniformed Services University of Health Services
                          15 - Other Department of Defense
                          16 - U.S. Army Corps of Engineers

C17 1   Extent   (1) Enter code 1 when the award was made using
             Competed   competitive procedures.
                          (2) If B11 is "06" or "09", or B12 is "3" and C10 is
                              "02" or "03" or "04" then confirm whether or not
                              C17 should be other than "1". In most cases B11 =
                              "06" or "09", or B12= "3", C17 will be 1 for
                              grants due to statutory requirements. (Ref. 10
                              U.S.C. Section 2361) |
                          This is a required field.

                          ** Valid Codes **
                          1 - Competed Action
                          2 - Not Available for Competition
                          3 - Follow-on to Competed Action
                          4 - Not Competed

If C18A (Research and Development) and/or C18B (Fellowships, Traineeships) contains a dollar amount, complete at least one item in C19 (Category of Science and Engineering Code).

Obligations should be reported in thousands of dollars. Obligations totaling less than $500 for any specific activity should be reported as zero.

Definitions can be found in the National Science Foundation Instructions and Specifications for Reporting Federal Support to Universities, Colleges, and Nonprofit Institutions.

The amount entered in item C7A (Federal Obligation Amount) must equal the total of all amounts entered into items C18A through C18G.

Nonprofit FFRDC and Nonprofit institution funds may only appear in C18A or C18C.

Academic FFRDC funds may not appear in C18G.

All amount fields must be right justified and zero filled.

C18A 10   Category   (1) Should be unsigned, contain no dollar sign,
           of Support   decimal point, or commas, and contain only
           Amount   whole dollars.
                          (2) If C18A is entered, type funds C15 cannot be "7",
                              other funding.
           (Research & Development)

C18B 10   Category   (1) Should be unsigned, contain no dollar sign,
           of Support   decimal point, or commas, and contain only whole
           Amount   dollars.
           (Fellowships, Traineeships)

C18C 10   Category   (1) Should be unsigned, contain no dollar sign,
           of Support   decimal point, or commas, and contain only whole
           Amount   dollars.
           (R & D Plant)

C18D 10   Category   (1) Should be unsigned, contain no dollar sign,
           of Support   decimal point, or commas and contain only whole
           Amount   dollars.
           (Facilities and Equipment for Instruction)

C18E 10   Category   (1) Should be unsigned, contain no dollar sign,
           of Support   decimal point, or commas and contain only whole
           Amount   dollars.
           (General Support Science & Engineering)

C18F 10 Category   (1) Should be unsigned, contain no dollar sign,
        of Support   decimal point, or commas and contain only whole
        Amount   dollars.
        (Other Activities related to Science & Engineering)

C18G 10 Category   (1) Should be unsigned, contain no dollar sign,
        of Support   decimal point, or commas and contain only whole
        Amount   dollars.
        (All Other Activities Not Related to Science & Engineering)

C19   CATEGORY OF SCIENCE & ENGINEERING

NOTE: When the Category of Support is Research & Development (C18A) at least
one entry for the Categories of Science and Engineering Codes must appear in
C19.

C19 2   Category   ** Valid Codes **
         of Support   11 - ASTRONOMY
                         12 - CHEMISTRY
                         13 - PHYSICS
                         19 - PHYSICAL SCIENCES, N.E.C.*
                         21 - MATHEMATICS
                         22 - COMPUTER SCIENCES
                         29 - MATHEMATICS AND COMPUTER
                              SCIENCES, N.E.C.*
                         31 - ATMOSPHERIC SCIENCES
                         32 - GEOLOGICAL SCIENCES
                         33 - OCEANOGRAPHY
                         39 - ENVIRONMENTAL SCIENCES, N.E.C.*
                         41 - AERONAUTICAL
                         42 - ASTRONAUTICAL
                         43 - CHEMICAL
                         44 - CIVIL
                         45 - ELECTRICAL
                         46 - MECHANICAL
                         47 - METALLURGY AND MATERIALS
                         49 - ENGINEERING, N.E.C.*
                         51 - BIOLOGICAL (EXCLUDING ENVIRONMENTAL
                              BIOLOGY)
                         54 - ENVIRONMENTAL BIOLOGY
                         55 - AGRICULTURAL SCIENCES
                         56 - MEDICAL SCIENCES
                         59 - LIFE SCIENCES, N.E.C.*
                         61 - BIOLOGICAL ASPECTS
                         62 - SOCIAL ASPECTS
                         69 - PSYCHOLOGICAL SCIENCES, N.E.C.*

C19 2   Category   71 - ANTHROPOLOGY
          of Support   72 - ECONOMICS
          (Cont.)   73 - HISTORY
                    74 - LINGUISTICS
                    75 - POLITICAL SCIENCE
                    76 - SOCIOLOGY
                    79 - SOCIAL SCIENCES, N.E.C.*
                    99 - OTHER SCIENCES, N.E.C.*

NOTE: "*" denotes the following: Not elsewhere classified; to be used for multidisciplinary projects within the primary field and for single discipline projects for which a separate discipline code has not been assigned.

C19A 2   Category of   (1) Should be blank or contain one of the valid
  /   Science &   categories of Science and Engineering Codes listed
          Engineering   above, if applicable.
          Code

C19B 2   Category of   (1) Should be blank or contain one of the valid
          Science &   categories of Science and Engineering Codes listed
          Engineering   above, if applicable. If item C19A contains "99"
          Code   this field should be left blank.

C19C 2   Category of   (1) Should be blank or contain one of the valid
          Science &   categories of Science and Engineering Codes listed
          Engineering   above, if applicable. If item C19A contains "99"
          Code   this field should be left blank.

** PART D **

D1 30   Contracting   (1) Should be left justified. Place a blank between
          Officer   each name or initial. Do not use commas.
          Name or   Example: LastName FirstName MiddleInitial
          Representative This is a required field.

D3 12   Contracting   Area Code - Positions 1, 2 and 3
          Officer   Exchange - Positions 5, 6 and 7
          Phone   Number - Positions 9, 10, 11 and 12
          Number   (1) Must not contain all zeroes, spaces, be
                        alphabetic, or contain special alphanumeric
                        characters in positions 1-3, 5-7 or 9-12.
                        Positions 4 & 8 must contain a dash, "-".
                   This is a required field.

ITEM	SIZE	FIELD NAME	FIELD DESCRIPTION AND EDIT SPECIFICATIONS

D4   6   Date Signed

Enter the date signed as YYMMDD without hyphens, or dashes.
YY Must not be greater than the current calendar year.
MM Numeric 01 through 12.
DD Must not be greater than the valid last day of the month identified.
<u>This is a required field</u>.

    1   Reporting Function (Agency)

** Valid Codes **
1 - Army (to include Other Defense Agencies: ARPA, MPA, OEA, etc...)
2 - Department of the Navy
3 - Department of the Air Force
4 - Defense Logistics Agency
5 - Army Corps of Engineers
<u>This is a required field</u>.

    1   Reporting Quarter

(1) If C3 month is 10 thru 12, then Rep. Qtr. = 1.
(2) If C3 month is 01 thru 03, then Rep. Qtr. = 2.
(3) If C3 month is 04 thru 06, then Rep. Qtr. = 3.
(4) If C3 month is 07 thru 09, then Rep. Qtr. = 4.
<u>This is a required field</u>.

** Valid Codes **
1 = 1st Quarter (Oct., Nov., Dec.)
2 = 2nd Quarter (Jan., Feb., Mar.)
3 = 3rd Quarter (Apr., May, June)
4 = 4th Quarter (July, Aug., Sept.)

FIPS 55-2
STATES

Code	Name	State (CEC)
01	Alabama	00-503-765A
02	Alaska	07-910-808A
04	Arizona	07-346-936D
05	Arkansas	06-633-050H
06	California	07-255-910H
08	Colorado	07-744-872J
09	Connecticut	00-554-493H
10	Delaware	04-326-812H
11	District of Columbia	05-590-222K
12	Florida	00-508-847B
13	Georgia	06-024-028A
15	Hawaii	07-868-609E
16	Idaho	07-414-388E
17	Illinois	06-624-259F
18	Indiana	07-305-254A
19	Iowa	05-475-540A
20	Kansas	07-414-284F
21	Kentucky	00-801-205G
22	Louisiana	06-224-801J
23	Maine	05-898-941K
24	Maryland	00-297-954A
25	Massachusetts	07-414-003K
26	Michigan	05-560-852F
27	Minnesota	06-576-485E
28	Mississippi	00-922-079K
29	Missouri	07-414-467G
30	Montana	06-128-872G
31	Nebraska	00-840-673J
32	Nevada	06-881-816A
33	New Hampshire	06-777-033K
34	New Jersey	06-838-335F
35	New Mexico	00-812-191F
36	New York	04-201-207A
37	North Carolina	00-446-914E
38	North Dakota	07-414-192A
39	Ohio	00-531-531C
40	Oklahoma	04-445-070J
41	Oregon	04-401-841E
42	Pennsylvania	00-403-763G
44	Rhode Island	06-332-317E
45	South Carolina	06-801-617K
46	South Dakota	07-863-682G
47	Tennessee	04-244-892J
48	Texas	00-354-769C
49	Utah	00-000-440J
50	Vermont	06-777-034H

<u>FIPS 55-2</u>
STATES

<u>Code</u>	Name	<u>State (CEC)</u>
51	Virginia	00-414-389H
53	Washington	07-025-803D
54	West Virginia	06-913-682J
55	Wisconsin	00-278-844G
56	Wyoming	07-748-109B
66	Guam	95-005-199F
72	Puerto Rico	95-000-210F
78	Virgin Islands	61-570-427H

<u>FIPS 55-2</u>
U.S. OUTLYING AREAS
<u>Code</u> <u>Name</u>
60   American Samoa
64   Federated States of Micronesia
66   Guam
68   Marshall Islands
69   Northern Mariana Islands
70   Palau
72   Puerto Rico
74   U.S. Minor Outlying Islands
      NOTE: The following place codes should be used in the city, county or
            place code field (B8) and for the place of performance field (C14A)
            when code "74" is used in either state or country code field
            (B9 or C14B).
      <u>Place</u>   <u>Name</u>
      36000   Johnston Atoll Air Field
      50000   Midway Naval Air Facility
      76000   Wake Island Air Force Base
      99050   Baker Island
      99100   Howland Island
      99150   Jarvis Island
      99200   Johnston Atoll
      99250   Kingman Reef
      99300   Midway Islands
      99350   Navassa Island
      99400   Palmyra Island
      99450   Wake Island
78   U.S. Virgin Islands

<u>FIPS 10-3</u>
U.S. OUTLYING AREAS
<u>Code</u> <u>Name</u>
AY   Antartica
CU   Cuba (Guantanamo NAS)

FIPS 10-3
COUNTRIES
Code Name
LE   Lebanon
LI   Liberia
LU   Luxembourg
MB   Martinique
MC   Macau
MH   Montserrat
MO   Morocco
MP   Mauritius
MR   Mauritania
MT   Malta
MU   Oman
MX   Mexico
MY   Malaysia
NC,   New Caledonia
NG   Niger
NI   Nigeria
NL   Netherlands
NO   Norway
NS   Suriname
NT   Netherlands Antilles
NZ   New Zealand
PA   Paraguay
PC   Pitcairn Islands
PE   Peru
PF   Paracel Islands
PK   Pakistan
PM   Panama
PO   Portugal
RP   Philippines
SA   Saudi Arabia
SB   St. Pierre and Miquelon
SC   St. Christopher and Nevis
SE   Seychelles
SG   Senegal
SM   San Marino
SN   Singapore
SO   Somalia
SP   Spain
SU   Sudan
SW   Sweden
SZ   Switzerland
TC   United Arab Emirates
TH   Thailand
TS   Tunisia

FIPS 10-3
COUNTRIES
Code Name
AS   Australia
AU   Austria
BA   Bahrain
BB   Barbados
BC   Botswana
BD   Bermuda
BE   Belgium
BF   Bahamas, The
BL   Bolivia
BR   Brazil
CA   Canada
CG   Zaire
CI   Chile
CO   Colombia
CS   Costa Rica
DA   Denmark
DJ   Djibouti
DR   Dominican Republic
EC   Ecuador
EG   Egypt
EI   Ireland
ES   El Salvador
FI   Finland
FR   France
GM   Germany
GI   Gibraltar
GL   Greenland
GJ   Grenada
GR   Greece
HK   Hong Kong
HO   Honduras
HU   Hungary
IC   Iceland
ID   Indonesia
IN   India
IO   British Indian Ocean Territory
IS   Israel
IT   Italy
IV   Ivory Coast
JA   Japan
JM   Jamaica
JO   Jordan
KE   Kenya
KS   Korea, Republic of (South)
KU   Kuwait

FIPS 10-3
COUNTRIES
Code Name
TU   Turkey
TW   Taiwan
UK   United Kingdom
UY   Uruguay
VE   Venezuela
WS   Western Samoa
YM   Yemen
ZZ   Foreign (Classified)

FIPS 10-3
MISCELLANEOUS COUNTRIES
These are valid codes but will be flagged for verification (WARNING).
Code Name
AA   Aruba
AC   Antigua and Barbuda
AF   Afghanistan
AG   Algeria
AJ   Azerbaijan
AL   Albania
AM   Armenia
AN   Andorra
AO   Angola
AR   Argentina
AT   Ashmore and Cartier Islands
AV   Anguila
BG   Bangladesh
BH   Belize
BK   Bosnia and Hercegovina
BM   Burma
BN   Benin
BO   Byelarus
BP   Solomon Islands
BS   Bassa Da India
BT   Bhutan
BU   Bulgaria
BV   Bouvet Island
BX   Brunei
BY   Burundi
CB   Cambodia
CD   Chad
CE   Sri Lanka
CF   Congo
CH   China
CT.   Cayman Islands
CK   Cocos (Keeling) Islands
CM   Cameroon
CN   Comoros
CR   Coral Sea Islands
CT   Central African Republic
CU   Cuba
CV   Cape Verde
CW   Cook Islands
CY   Cyprus
DO   Dominica
EK   Equatorial Guinea
EN   Estonia
ER   Eritrea

FIPS 10-3
MISCELLANEOUS COUNTRIES
These are valid codes but will be flagged for verification (WARNING).
Code Name
ET Ethiopia
EU Europa Island
EZ Czech Rebublic
FG French Guiana
FJ Fiji
FK Falkland Is (Islas Malvinas)
FO Faroe Islands
FP French Polynesia
FS Fr So & Antartic Lands
GA Gambia, The
GB Gabon
GG Georgia
GH Ghana
GK Guernsey
GO Glorioso Islands
GP Guadeloupe
GT Guatemala
GV Guinea
GY Guyana
GZ Gaza Strip
HA Haiti
HM Heard Is & McDonald Islands
HR Croatia
IM Man, Isle of
IP Clipperton Island
IR Iran
IY Iraq-Saudi Arabia Neutral Zone
IZ Iraq
JE Jersey
JN Jan Meyen
JU Juan de Nova Island
KG Kyrgyzstan
KN Korea, Democratic Peoples Republic (North)
KR Kiribati
KZ Kazakhstan
LA Laos
LG Latvia
LH Lithuania
LO Slovakia
LS Liechtenstein
LT Lesotho
LY Libya
MA Madagascar
MD Moldova
MF Mayotte

FIPS 10-3
MISCELLANEOUS COUNTRIES
These are valid codes but will be flagged for verification (WARNING).

Code	Name
MG	Mongolia
MI	Malawi
MK	Macedonia
ML	Mali
MN	Monaco
MV	Maldives
MW	Montenegro
MZ	Mozambique
NE	Niue
NF	Norfolk Island
NH	Vanautu
NP	Nepal
NR	Nauru
NU	Nicaragua
PG	Spratly Islands
PL	Poland
PP	Papua New Guinea
PS	Palau
PT	Portuguese Timor
PU	Guinea-Bissau
QA	Qatar
RE	Reunion
RO	Romania
RS	Russia
RW	Rwanda
SI	Slovenia
SR	Serbia
SL	Sierra Leone
SF	South Africa
SH	St. Helena
ST	St. Lucia
SV	Svalbard
SY	Syria
TD	Trinidad and Tobago
TE	Tromelin Island
TK	Turks and Caicos Islands
TI	Tajikistan
TL	Tokelau
TN	Tonga
TO	Togo
TP	Sao Tome and Principe
TV	Tuvalu
TX	Turkmenistan
TZ	Tanzania, United Republic of
UG	Uganda

FIPS 10-3
MISCELLANEOUS COUNTRIES
There are valid codes but will be flagged for verification (WARNING).

Code	Name
UP	Ukraine
US	United States
UV	Burkina Fasco
UZ	Uzbekistan
VC	St. Vincent Grenadines
VI	British Virgin Is
VM	Vietnam
VT	Vatican City
WA	Namibia
WE	West Bank
WF	Wallis and Futuna
WI	Western Sahara
WZ	Swaziland
ZI	Zimbabwe
ZA	Zambia

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Non-profit Institutions</u>

Inhalation Toxicology Research Institute (ITRI)
(Lovelace Medical Foundation)
Area Y KAFB East
Albuquerque, NM 87185
(505)844-2203
Institution code = 90 0072 0
CEC = 04-692-123F

NUCLEAR REGULATORY COMMISSION (NRC)

Center for Nuclear Waste Regulatory Analyses (CNWRA)
(Southwest Research Institute)
6220 Colebra Road
San Antonio, TX 78238-5166
(512)684-5111
Institution code = 90 0073 8
CEC = 00-894-694K

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Non-profit Institutions</u>

Department of the Air Force

Aerospace Corporation
2350 El Segundo Blvd
El Segundo, CA   90245-4609
(310)336-5000
Institution code = 90 0042 3
CEC = 00-056-373E

C3 I Federal Contract Research Center (MITRE C3 Div..)
Burlington Road
Bedford, MA   01730
(617)271-2000
Institution code = 90 0045 6
CEC = 00-888-279H

Project Air Force
(Rand Corporation)
1700 Main St
Santa Monica, CA   90401-3208
(310)393-0411
Institution code = 90 0065 4
CEC = 00-792-417J

DEPARTMENT OF ENERGY (DOE)

Pacific Northwest Laboratory
(Battelle Memorial Institute)
Battelle Blvd
Richland, WA   99352
(509)375-2633
Institution code = 40 0885 0
CEC = 00-540-267C

Solar Energy Research Institute (SERI)
(Midwest Research Institute)
1617 Cole Blvd
Golden, CO   80401-3393
(303)231-7111
Institution code = 90 0066 2
CEC = 08-734-415G

Federally Funded Research and Development Centers (FFRDC)

Administered by Non-profit Institutions

DEPARTMENT OF DEFENSE (DoD)
Office of the Secretary of Defense (OSD)

     Institute for Defense Analyses (IDA)
     1801 N Beauregard St
     Alexandria, VA 22311-1772
     (703)845-2000
     Institution code = 90 0041 5
     CEC = 07-585-968G

     Logistics Management Institute (LMI)
     6400 Goldsboro Road
     Bethesda, MD 20817-5826
     (301)320-2000
     Institution code = 90 0068 8
     CEC = 05-439-583F

     National Defense Research Institute (NDRI)
     (Rand Corporation)
     1700 Main St
     Santa Monica, CA 90401-3208
     (310)393-0411
     Institution code = 90 0069 6
     CEC = 00-792-417J

Department of the Army

     Arroyo Center
     (Rand Corporation)
     1700 Main St
     Santa Monica, CA 90401-3208
     (310)393-0411
     Institution code = 90 0070 4
     CEC = 00-792-417J

Department of the Navy

     Center for Naval Analyses (CNA)
     4401 Ford Ave
     Alexandria, VA 22302-0268
     (703)824-2000
     Institution code = 90 0038 1
     CEC = 62-306-106G

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Academic Institutions</u>

National Astronomy and Ionosphere Center
(Cornell University)
Aercibo, PR
(809)725-2620
Institution code = 40 1119 3
CEC = 17-486-351B

National Center for Atmospheric Research
(University Corp. for Atmospheric Research)
Boulder, CO
Institution code = 90 0027 4
CEC = 60-305-185F

National Radio Astronomy Observatory
(Associated Universities, Inc.)
Greenbank, WV
Institution code = 90 0028 2
CEC = 07-369-242J

Critical Technologies Institute
Washington, DC
Institution code = 90 0076 1
CEC =

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Academic Institutions</u>

Los Alamos Scientific Laboratory
(University of California)
West Jemez Road
Los Alamos, NM 87544
(505)667-7000
Institution code = 90 0018 3
CEC = 00-045-158D

Oak Ridge Associated Universities
130 Badger Road
Oak Ridge, TN 37830-6218
(615)576-3000
Institution code = 90 0019 1
CEC = 04-216-232B

Plasma Physics Laboratory
(Princeton University)
Princeton, NJ
Institution code = 90 0020 9
CEC = 18-788-907G

Stanford Linear Accelerator Center
(Stanford University)
857 Serra St
Stanford, CA 94305-2028
Institution code = 90 0017 5
CEC = 79-387-315K

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

Jet Propulsion Laboratory
(California Institute of Technology)
4800 Oak Grove Road Bldg 111-113
Pasadena, CA 91103
Institution code = 90 0024 1
CEC = 06-138-577K

NATIONAL SCIENCE FOUNDATION (NSF)

National Optical Astronomy Observatories
(Association of Universities for Research in Astronomy)
Tucson, AZ
Institution code = 90 0026 6
CEC = 10-824-253J

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Academic Institutions</u>

Argonne National Laboratory
(University of Chicago and Argonne Universities Association)
9700 S Cass Ave
Lemont, IL 60439-4803
(312)972-2000
Institution code = 90 0012 6
CEC = 02-104-263F

Brookhaven National Laboratory
(Associated Universities, Inc.)
19 Woodland St
Blue Point, NY 11715-1717
(516)363-6206
Institution code = 90 0013 4
CEC = 15-484-609B

Continuous Electron Beam Accelerator Facilty
(Southeastern Universities Research Association)
12000 Jefferson Ave
Newport News, VA
(804)249-7100
Institution code = 90 0071 2
CEC = 14-924-881H

E. O. Lawrence Berkeley Laboratory
(University of California)
2111 Bancroft Way
Berkely, CA 94704-1421
(510)642-0120
Institution code = 90 0016 7
CEC = 15-489-163E

E. O. Lawrence Livermore Laboratory
(University of California)
P.O. Box 808 L 319
Livermore, CA 94550
(510)423-7470
Institution code = 40 1435 3
CEC = 61-988-916F

Fermilab
(Universities Research Association, Inc.)
Batavia, IL
Institution code = 90 0064 7
CEC = 06-502-441G

Federally Funded Research and Development Centers (FFRDC)

<u>Administered by Academic Institutions</u>

DEPARTMENT OF DEFENSE (DoD)
Department of the Army

     Institute for Advanced Technology
     (University of Texas at Austin)
     Austin, TX
     Institution code = 90 0074 6
     CEC = 78-845-708D

Department of the Air Force
     Lincoln Laboratory
     (Massachusetts Institute of Technology, MIT)
     244 Wood St Room A-210
     P.O. Box 73
     Lexington, MA   02173-6426
     (617)981-1000   fax (617)981-2517
     Institution code = 90 0010 0
     CEC = 00-243-408C

Advanced Research Projects Agency (ARPA)

     Software Engineering Institute
     (Carnegie Mellon University)
     5000 Forbes Ave
     Pittsburgh, PA   15213-3828
     (412)268-2000
     Institution code = 90 0067 0
     CEC =   18-058-084H

DEPARTMENT OF ENERGY (DOE)

     Ames Laboratory
     (Iowa State University of Science and Technology)
     Ames, IA
     Institution code = 90 0011 8
     CEC = 64-496-057B

CT FOR SECTION 13 — CAUSES

...CT CAUSES — The direct cause is that single factor which ...directly lead to the accident. See examples below.

...RECT CAUSES — Indirect causes are those factors which ...ibuted to but did not directly initiate the occurrence of the ...ient.

...es for section 13:

...ployee was dismantling scaffold and fell 12 feet from unguarded ...ening.
...rect cause: failure to provide fall protection at elevation.
...direct causes: failure to enforce USACE safety requirements; ...proper training/motivation of employee (possibility that employee ...as not knowledgeable of USACE fall protection requirements or ...as lax in his attitude towards safety); failure to ensure provision of ...ositive fall protection whenever elevated; failure to address fall ...protection during scaffold dismantling in phase hazard analysis.

Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by USACE vehicle. (note USACE vehicle was in proper/safe working condition).
Direct cause: failure of USACE driver to maintain control of and stop USACE vehicle within safe distance.
Indirect cause: Failure of employee to pay attention to driving (defensive driving).

INSTRUCTIONS FOR SECTION 14 — ACTION TO ELIMINATE CAUSE(S)

DESC... ...TION — Fully describe all the actions taken, anticipated, and ...recc... ...ed to eliminate the cause(s) and prevent reoccurrence of ...simi... ...dents/illnesses. Continue on blank sheets of paper if necessary to fully explain and attach to the completed report form.

INSTRUCTIONS FOR SECTION 15 — DATES FOR ACTION

a. BEGIN DATE — Enter the date when the corrective action(s) identified in Section 14 will begin.

b. COMPLETE DATE — Enter the date when the corrective action(s) identified in Section 14 will be completed.

c. TITLE AND SIGNATURE — Enter the title and signature of supervisor completing the accident report. For a GOVERNMENT employee accident/illness the immediate supervisor will complete and sign the report. For PUBLIC accidents the USACE Project Manager/Area Engineer responsible for the USACE property where the accident happened shall complete and sign the report. For CONTRACTOR accidents the Contractor's project manager shall complete and sign the report and provide to the USACE supervisor responsible for oversight of that contractor activity. This USACE Supervisor shall also sign the report. Upon entering the information required in 15.d, 15.e and 15.f below, the responsible USACE supervisor shall forward the report for management review as indicated in Section 16.

d. DATE SIGNED — Enter the month, day, and year that the report was signed by the responsible supervisor.

e. ORGANIZATION NAME — For GOVERNMENT employee accidents enter the USACE organization name (Division, Branch, Section, etc.) of the injured employee. For PUBLIC accidents enter the USACE organization name for the person identified in block 15.c. For CONTRACTOR accidents enter the USACE organization name for the USACE office responsible for providing contract administration oversight.

f. OFFICE SYMBOL — Enter the latest complete USACE Office Symbol for the USACE organization identified in block 15.e.

INSTRUCTIONS FOR SECTION 16 — MANAGEMENT REVIEW (1st)

1ST REVIEW — Each USACE FOA shall determine who will provide 1st management review. The responsible USACE supervisor in section 15.c shall forward the completed report to the USACE office designated as the 1st Reviewer by the FOA. Upon receipt, the Chief of the Office shall review the completed report, mark the appropriate box, provide substantive comments, sign, date, and forward to the FOA Staff Chief (2nd review) for review and comment.

INSTRUCTIONS FOR SECTION 17 — MANAGEMENT REVIEW (2nd)

2ND REVIEW — The FOA Staff Chief (i.e., FOA Chief of Construction, Operations, Engineering, Planning, etc.) shall mark the appropriate box, review the completed report, provide substantive comments, sign, date, and return to the FOA Safety and Occupational Health Office.

INSTRUCTIONS FOR SECTION 18 — SAFETY AND OCCUPATIONAL HEALTH REVIEW

3RD REVIEW — The FOA Safety and Occupational Health Office shall review the completed report, mark the appropriate box, ensure that any inadequacies, discrepancies, etc. are rectified by the responsible supervisor and management reviewers, provide substantive comments, sign, date and forward to the FOA Commander for review, comment, and signature.

INSTRUCTION FOR SECTION 19 — COMMAND APPROVAL

4TH REVIEW — The FOA Commander shall (to include the person designated Acting Commander in his absence) review the completed report, comment if required, sign, date, and forward the report to the FOA Safety and Occupational Health Office. Signature authority shall not be delegated.

Meharry Medical College Nashville, TN 37208	04-244-828C
Tennessee State University Nashville, TN 37209-1500	10-881-4179
Huston-Tillotson College Austin, TX 78702-2762	03-193-071C
Univ of Texas at Austin Austin, TX 78720	12-150-320F
Corpus Christi State Univ. Corpus Christi, TX 78412	09-510-0152
El Paso Comunity College El Paso, TX 79998	03-117-088K
Prairie View A & M University Prairie View, TX 77446-2818	14-801-1406
St. Philips College San Antonio, TX 78203-2047	14-738-500K
Norfolk State University Norfolk, VA 23504-3907	07-576-490C
Virginia State University Petersburg, VA 23803	07-575-472B
West Virginia State College Institute, WV 25112-0191 (304)766-3000	08-991-753J

Greensboro, NC 27412-0001

Saint Augustine College Raleigh, NC 27610-5698	06-821-294D
Stevens Institute of Technology Hoboken, NJ 07030	06-427-1570
University of New Mexico Albuquerque, NM 87131	78-412-1725
Brooklyn College Brooklyn, NY 11222-3101	11-052-921B
City College of New York New York, NY 10031	07-326-7486
University of Rio Grande Rio Grande, OH 45674	07-500-3699
Central State University Wilberforce, OH 45384	00-887-3747
Tribal Government Institute Norman, OK 73069	78-461-296C
Lincoln University Lincoln, PA 19352	07-648-743J
University of Puerto Rico Arecibo, PR 00613	10-675-334G
University of Puerto Rico Mayaguez, PR 00680-6697	17-631-336K
University of Puerto Rico Rio Piedra, PR 00931	62-058-7063
University of Puerto Rico San Juan, PR 00926	09-106-171D
Johnson & Wales University Providence, RI 02903-3703	05-619-113D
Benedict College Columbia, SC 29204	07-372-7943
Augustata College Sioux Falls, SD 57197-0001	07-798-418F

New Orleans, LA   70125-1056

Bowie State University Bowie, MD 20715-3319	07-870-171B
Morgan State University Baltimore, MD 21239-3900	07-929-827K
University of Maryland, Eastern Shore Princess Anne, MD 21853	00-000-0000
Allegany Community College Cumberland, MD 21502	01-009-5339
Lincoln University Jefferson City, MO 65101-3537	07-298-026B
Alcorn State University Lorman, MS 39096-9702	07-609-499E
University of Southern Miss. Hattiesburg, MS 39403-0062	00-921-042J
Jackson State University Jackson, MS 39203-3225	04-551-718C
Salish Kootenai College Pablo, MT 59855	11-348-8399
North Caroline Central Univ Durham, NC 27707-3130	07-303-642J
Elizabeth City State University Elizabeth City, NC 27909-9470	06-602-4357
Fayetteville State University Fayetteville, NC 28301	06-718-8979
North Carolina A & T St Univ Greensboro, NC 27411-0000	12-570-8107
North Carolina A&T Foundation Greensboro, NC 27401-3209	07-257-579J
North Carolina Agricultural Greensboro, NC 27411	80-851-356J
University of NC at Greensboro	07-884-618F

Atlanta University Atlanta, GA 30314-3512	04-169-449J
Clark Atlanta University Atlanta, GA 30314-4302 (404)880-5000	06-633-527E
Fort Valley State College Fort Valley, GA 31030-3262 (912)825-6315	07-446-918A
Morehouse College Atlanta, GA 30310-1427 (404)681-2800	07-687-187A
Morris Brown College Atlanta, GA 30314 (404)220-0270	06-636-235B
Paine College Augusta, GA 30901-3182 (	06-018-462K
Employment Training Center Honolulu, HI 96813-4323	80-552-380A
Hawaii Pacific University Honolulu, HI 96813-2803	07-340-823K
University of Iowa Iowa City, IA 52240	42-600-4818
Barton County Cmnty College Great Bend, KS 67530-9283	07-431-681B
College of Engineering Baton Rouge, LA 70813	62-517-2457
Southern Univ Ag Mech College Baton Rouge, LA 70807	00-921-151H
University of Southwestern LA Lafayette, LA 70504	78-083-5443
Dillard University New Orleans, LA 70122-3043	06-367-556F
Xavier University	02-186-797D

Historically Black Colleges and Universities (HBCU)

Alabama A & M University
Huntsville, AL   35804
(205)851-5000
07-013-154F

Alabama State University
Montgomery, AL   36195
(206)293-4100

University of Alabama
Birmingham, AL   35294-4410
06-460-080C

University of S Al Med Ctr
Mobile, AL   36617-2238
07-048-413E

University of Alabama
Tuscaloosa, AL   35401
04-664-273C

Tuskegee University
Tuskegee, AL   36083
05-258-711A

Tuskegee University
Tuskegee Institute, AL   36088
12-922-427F

Cochise County Cmnty College
Douglas, AZ   85607-9709
07-445-7425

Northern Arizona University
Flagstaff, AZ   86011
19-502-423H

Howard University
Washington, DC   20059
(202)806-6100
15-391-8487

University of D.C.
Washington, DC   20008-1174
(202)262-7500
13-847-037C

Nova University Inc
Dania, FL   33004-3033
03-175-939C

Sante Fe Community College
Gainsville, FL   32602
06-590-8725

Florida A & M University
Tallahasee, FL   32307
(804)599-3225
03-080-474E